

How to Sign Up and Participate in SchoolPool

A Five-Step Guide to Finding the Right Carpool for You

Step 1

Once your school has created a SchoolPool network, to take advantage of it you—as a parent—will need to sign up for an iCommute SchoolPool account at www.iCommuteSD.com. Click on the “SchoolPool” tab, then under “Quick Links” select “RideMatcher.” Sign up—or, if you already have an account, log in. Soon you will be looking for rides to school.

Step 2

Fill in the required information with your details (not the student’s). iCommute is a secure site. Your information remains private until you decide you are ready to contact a match and set up a SchoolPool. Once you have completed the form, check your inbox for a verification e-mail and click the link within it. (If you don’t see it in your inbox, check your spam folder.) After you click the link, you will be redirected to the log-in screen; please sign in using the user name and password you just created.

Step 3

Roll over the “Profile” tab along the top of the screen, click “My Locations,” and enter your home address. Next, again under “Profile,” select “My Networks.” From here, click “Enroll in Network,” and search for your school. Click “Select” next to your school, and enter the passcode the school has given you in the details box. (If you did not receive a passcode or you have misplaced it, please contact your school. Staff will need to verify that you are the parent of one of the school’s students and then give you the passcode.) Enter the number of children you have at this school, type in their information, and click “Submit.”

Step 4

Now it’s time to find a SchoolPool match. Roll over “Ride-Matcher” near the top of your screen and click “Add Trip.” Select “SchoolPool” as the type of trip, and the other options should automatically fill in. Then click “Continue.” Under “Start Address” select “Home Address” — or “New Address” to enter a nearby meeting place—and then select the school as your end address. Next, pick the days of the week and times you would like to look for SchoolPool partners, and who can see your trip (meaning who can potentially show up as matches during your search). Then click “Save.”

Step 5

Make sure your trip information is correct and then click the link that says “Find Matches” on the right to see if there are compatible matches. Remember, this is a database, so if there isn’t a match right away, continue to check back because more parents are signing up all the time. (To check back, just log in and under the “RideMatcher” tab select “My Trips” and click “Find Matches.”) When you do find an appropriate match, click “Send Message.” (You may send a pre-written message, or compose one of your own.) Once the person accepts your request, you will receive an e-mail notifying you. Your contact information will be exchanged with the other user. Now it is up to you to arrange the SchoolPool by calling or e-mailing your partner. Once logistics are figured out, it’s time to start carpooling to school!

NOTE: *If you have previously participated in SchoolPool and already have an account, please log in to your Ride-Matcher account at www.iCommuteSD.com. Then start at Step 3 to update your account for this school year.*

For direct assistance, please contact your school’s coordinator, or dial 511 and say “iCommute.”